

Linden Town Board Regular Monthly Meeting Minutes July 26, 2016@ Town Hall meeting room

Roll Call: Board Members Present: Wade Bennett, Paul Buckles, Andrew Traylor, Clerk/Treasurer Janet Heide,

Town of Linden Board meeting called to order by Town Board President Paul Buckles at 7:00pm

Clerk/Treasurer Janet Heide presented prior monthly meeting minutes. Town Board President Paul Buckles read aloud the regular monthly meeting minutes. Town Board Member Wade Bennett made a motion to approve minutes. Town Board President Paul Buckles 2<sup>nd</sup> motion, Town Board President Paul Buckles called for a vote, motion carries.

Town Board President Paul Buckles reviewed old business: Stoddard Park restrooms still working on options to repair. Street Superintendent Earl Heide has final sign order costing \$5,900.00, Town Board Member Andrew Traylor made a motion to approve finalized order signs, Town Board Member Wade Bennett 2<sup>nd</sup> motion. Town Board President Paul Buckles called for a vote, motion carries. Street Superintendent Earl Heide has 1 street paving quotes. Utility Superintendent Earl Heide has 1 fencing quote. Baseball games used cones for traffic.

Town Board Member Wade Bennett presented Triad Wastewater project proposal report. Board agreed to table proposal.

Town Board Member Wade Bennett presented Trash Ordinance 2008-4 for review. Board agreed to table until August meeting.

Town Board President Paul Buckles presented Policy 2016-1 Driving Policy for changes in section IIIC and section V. Clerk Treasurer Janet Heide stated the driver policy should be for all departments and not listing only Police Department. No changes made to Policy 2016-1 Driver Policy

Town Board President Paul Buckles presented Policy 2016-2 Holiday list for the year 2016. Town Board Member Wade Bennett made a motion to adopt Policy 2016-2, Town Board Member Andrew Traylor 2<sup>nd</sup> motion. Town Board President Paul Buckles called for a vote, motion carries.

Town Board President Paul Buckles presented Policy 2016-3 PTO time off. Town Board Member Wade Bennett made a motion to adopt Policy 2016-3, Town Board Member Andrew Traylor 2<sup>nd</sup> motion. Town Board President Paul Buckles called for a vote, motion carries.

Town Board President Paul Buckles presented Policy 2016-4 Town Marshal job description. Town Board Member Wade Bennett made a motion to adopt Policy 2016-4, Town Board Member Andrew Traylor 2<sup>nd</sup> motion. Town Board President Paul Buckles called for a vote, motion carries.

Town Board President Paul Buckles presented Policy 2016-5 Park Superintendent job description. Town Board Member Andrew Traylor made a motion to adopt Policy 2016-5, Town Board Member Wade Bennett 2<sup>nd</sup> motion. Town Board President Paul Buckles called for a vote, motion carries.

Town Board President Paul Buckles presented Policy 2016-6 Water Superintendent unlicensed job description. Town Board Member Wade Bennett made a motion to adopt Policy 2016-6, Town Board

Member Andrew Traylor 2<sup>nd</sup> motion. Town Board President Paul Buckles called for a vote, motion carries.

Town Board President Paul Buckles presented Policy 2016-7 Wastewater Superintendent unlicensed job description. Town Board Member Andrew Traylor made a motion to adopt Policy 2016-7, Town Board Member Wade Bennett 2<sup>nd</sup> motion. Town Board President Paul Buckles called for a vote, motion carries.

Town Board President Paul Buckles presented Policy 2016-8 Street Superintendent job description. Town Board Member Andrew Traylor made a motion to adopt Policy 2016-8, Town Board Member Wade Bennett 2<sup>nd</sup> motion. Town Board President Paul Buckles called for a vote, motion carries.

Town Board President Paul Buckles presented Policy 2016-9 Utility Clerk job description. Town Board Member Andrew Traylor made a motion to adopt Policy 2016-9, Town Board Member Wade Bennett 2<sup>nd</sup> motion. Town Board President Paul Buckles called for a vote, motion carries.

Clerk/Treasurer Janet Heide presented 2017 budget paperwork to each Board Member. 2017 budget public hearing will be August 30<sup>th</sup> 7pm and 2017 budget ordinance adoption will be September 27<sup>th</sup> 7pm.

Clerk/Treasurer Janet Heide submitted voucher register for Board approval. Town Board Members reviewed claim voucher register and additional claim to USA Blue Book, and an Internal Control workshop expense. Town Board Member Andrew Traylor made motion to approve voucher register and additional claims; Town Board Member Wade Bennett 2<sup>nd</sup> motion. Town Board President Paul Buckles called for a vote, motion carries.

Town Board President Paul Buckles stated wanting town employee Earl Heide to record core work hours from 8am-5pm Monday – Friday and no concern to record after 5pm or weekend hours worked.

Town Marshal James Heisel presented gun permit money to Clerk/Treasurer Janet Heide. Clerk/Treasurer Janet Heide asked if a receipt was given to gun permit applicant, Town Marshal James Heisel stated he does not write receipts. Clerk/Treasurer Janet Heide can supply a receipt book. Town Marshal James Heisel stated he will not write a receipt for any money he receives. Clerk/Treasurer Janet Heide informed Board Members a receipt must be written when a town employee is given cash.

Town Marshal James Heisel requested fund total report for his Law Enforcement Continue Education Fund. Clerk/Treasurer Jane Heide stated this fund has approximately \$2,900.00 balance and will print out report for his records.

Town Marshal James Heisel presented monthly reports for May and June for Board signature.

Town resident John King asked the status of prior discussions on funds received by Valero. Town Board President Paul Buckles stated the Town Attorney did not provide the information to him for the meeting. Town Board Member Wade Bennett stated information from Lisa Lee with Ice Miller confirmed the funds will stay with the water utility.

Town Board Member Wade Bennett made a motion to adjourn meeting. Meeting adjourned 9pm

Linden Town Board Members action:

Board Member Name

Yea

Nay

Wade Bennett

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Paul Buckles

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Andrew Traylor

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Attested by:

Janet Heide, Clerk-Treasurer

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Transcribed July 30, 2016

DRAFT